

State of Texas
County of Tarrant
City of Grapevine

The Board of Commissioners of the Grapevine Housing Authority held a meeting in regular session on this the 29th day of November 2012 in the Conference Room of Grapevine Housing Authority, with the following members present to wit:

Jane Everett	Chair
Joetta King	Commissioner
Karen Rice	Commissioner

Constituting a quorum, with the following also present:

Debra Wells	Executive Director
Sharron Spencer	Liaison to City Council
John McGrane	Director of Administrative Services

CITIZEN COMMENTS

CALL TO ORDER

REPORT OF THE EXECUTIVE DIRECTOR (INFORMATIONAL ONLY)

Item #1. Rent Delinquency and Information Sheet

The executive director reported to the board on the rent delinquencies, number of empty units, work orders and statistical information for the waiting list for Public Housing from November 01, 2012 through November 21, 2012. Also reported was the statistical information for the Section 8 Voucher Program including number of Vouchers leased up, cost per voucher, number of applications on the waiting list, and the Portability and Receipts report. Portability accounts receivables aging report included.

Item #2 Capital Funds Report and work in progress

The board was provided with the monthly Capital Funds Report including on-going projects.

Item #3 Report of Public Housing and Section 8 activity and issues

The board was provided with a report of activity and issues during the month of November 2012.

NEW BUSINESS

Item #1 Consideration of the minutes from the October 25, 2012 Public Hearing and regular meeting

Minutes from the meeting held October 25, 2012 was provided to the board.

Commissioner King moved and Commissioner Rice seconded to accept the minutes as presented.

Ayes: Everett, King & Rice
Nays: None
Absent: Bacon & Waite

Motion passed.

Item #2 Consideration and discussion of the proposal for the most qualified surveyor

It was reported to the board that the previous Request for Proposal sent out for survey work was rescinded and a Request for Qualifications (RFQ) for a surveyor was sent in its place. The RFQ's were reviewed with the help of the Public Works Engineering Department. Moak Surveyors, Inc. was found to be the most qualified company based on the work they have performed in Grapevine and for the City Parks Department.

Commissioner King moved and Commissioner Rice seconded to accept Moak Surveyors, Inc. as the most qualified surveyor.

Ayes: Everett, King & Rice
Nays: None
Absent: Bacon & Waite

Motion passed.

Item #3 Consideration and discussion of the 2013 Budget

The board was provided with the proposed 2013 Budget documents for review and acceptance. An email from Allen Cornell, CPA was provided to give an over view of the documents.

Commissioner Rice moved and Commissioner King seconded to approve the 2013 Budget as presented.

Ayes: Everett, King & Rice
Nays: None
Absent: Bacon & Waite

Motion passed.

Item #4 Consideration and discussion of Addendum Q Maintenance Plan
with emphasis on the make ready process

The Maintenance Plan document was reviewed to make sure the process for getting a unit ready for leasing was adequate. The Maintenance Plan had not been updated for several years and several processes had changed throughout the document.

The board reviewed the document, updated the procedures that changed and made grammatical changes.

Commissioner Rice moved and Commissioner King seconded to amend Addendum Q Maintenance Plan with recommended changes as needed.

Ayes: Everett, King & Rice
Nays: None
Absent: Bacon & Waite

Motion passed.

Item #5 Consideration and discussion of proposal for foundation work with
Olshan Foundation Repair

The board was presented a proposal provided by Olshan Foundation Repair to repair the office building, 117-123 Starr Place, 122-128 Starr Place and 304-310 Texas Street. The proposal for the work ended up being a substantial amount so other foundation companies were contacted. The companies that responded made appointments throughout the month of December.

It was determined the office would not be repaired since this would be the third time. The board determined to focus on building 117-123 Starr Place which is in need of substantial work. The other two building will be addressed depending on availability of funds.

No action taken.

ADJOURNMENT

Commissioner Rice moved and Commissioner King seconded that the meeting be adjourned.

Ayes: Everett, King & Rice
Nays: None
Absent: Bacon & Waite

Motion passed. Meeting adjourned at 6:10 p.m.


PASSED AND APPROVED BY THE BOARD OF COMMISSIONERS OF THE
GRAPEVINE HOUSING AUTHORITY ON THE 10TH DAY OF JANUARY 3,
2013.

APPROVED:



Jane Everett, Chair

ATTEST:



Debra Wells,
Executive Director